WICHE ICE Database User Manual

(updated 2013)

Table of Contents

I.	Log into ICE database	XI.	Enter student information
II.	Course Set-up	XII.	Enroll students
III.	Activate course to offer seats	XIII.	Enter grades
IV.	Update/Edit course	XIV.	View grades
V.	Search for course seats	XV.	Unenroll a student from a course
VI.	Request a seat	XVI.	Return unused seats
VII.	Grant a seat request	XVII.	Delete a student's record
VIII.	Inactivate course	XVIII.	Needed Courses
IX.	Delete course	XIX.	Member Profile
X.	View roster	XX.	Program Maintenance

Process to be completed in database by:

Teaching Institution (TI)

- Complete Course Set-up then offer seats for a particular semester/quarter (activate)
- Update/Edit course information
- Grant seat requests by other institutions
- View class roster
- Enter grades on roster after course ends
- Inactivate course for semester/quarter (if there are no seats requested)
- Delete course (if there were no seat requests ever and you don't plan to ever offer the course again).

Enrolling Institution (EI)

- Search for course seats
- Request seats in a course
- Return seats not used
- Enter student bio/demo data
- Enroll student in a course
- View course roster
- Unenroll student
- View course grades
- Delete student bio/demo data (if student has never enrolled in a course)

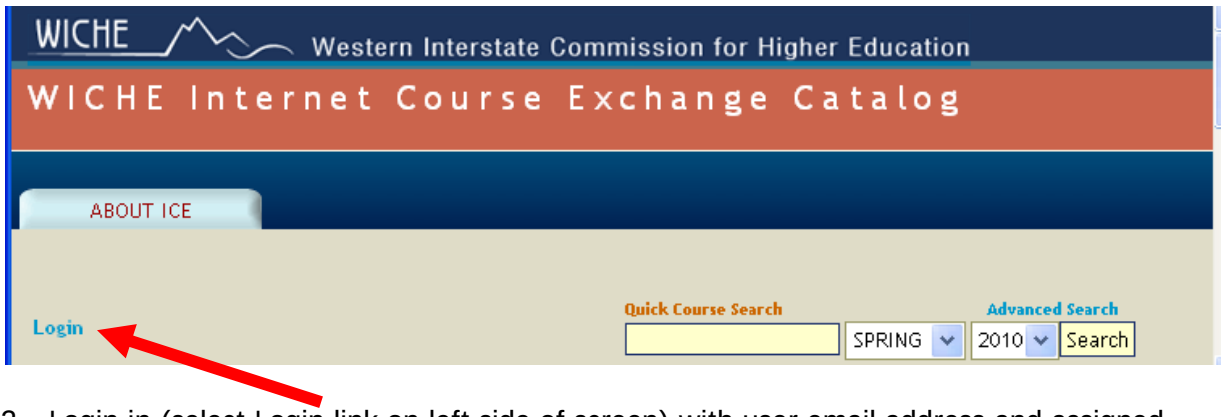
Critical Notes:

- Do not inactivate or delete a course if there are seats granted or students enrolled. This will orphan data from other schools.
- Do not delete a student's record if s/he was ever enrolled in a course. This will orphan data from other schools.

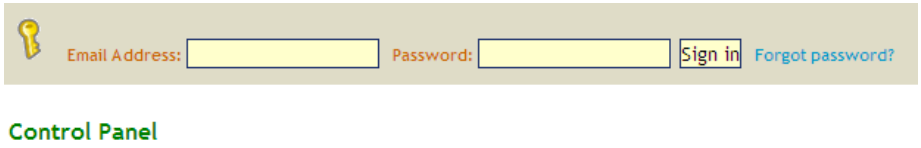
I. Log into ICE Database

- To complete any of the actions below, you must log into the database.
- ICE PIC must secure a login usename and password from Kelley Brandt kbrandt@wiche.edu
- NEXus – Nursing Education Xchange participants must secure a login usename and password from Anna Galas galasa@ohsu.edu.
- Username will be your work email address unless you want to use a generic address created for all ICE related communications.

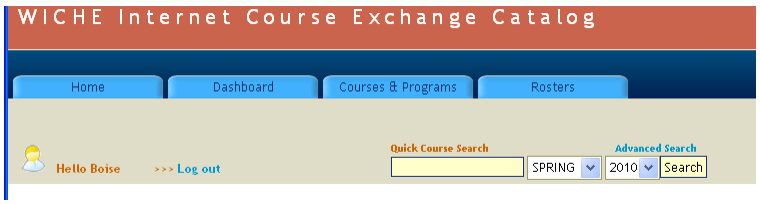
1. Go to www.wiche-ice.org.



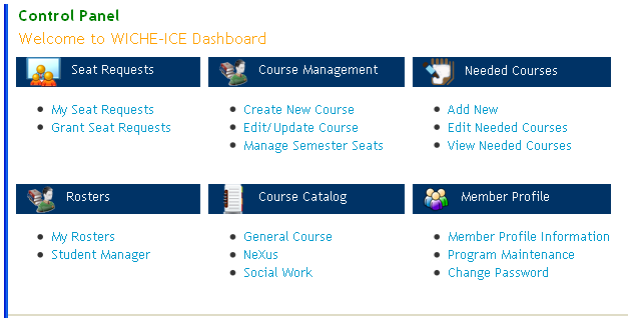
2. Login in (select Login link on left side of screen) with user email address and assigned password.



3. Select [Dashboard] tab.



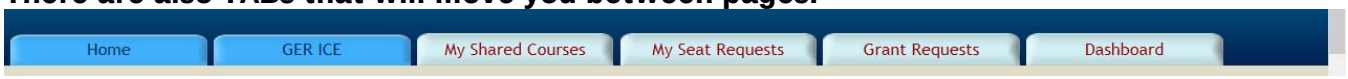
4. View all data management options from Control Panel



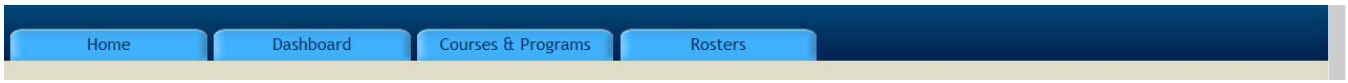
Control Panel Definitions:

- Seat Requests
    - My Seat Requests = You have placed seat request for the following courses
    - Grant Seat Requests = Requests have been placed for your courses
- Course Management
    - Create New Course = Add New Course to the database for your institution
    - Edit/Update Course = Edit or add information about the courses you already entered
    - Manage Semester Seats = Offer seats in a course for a particular semester
- Needed Courses
    - Add New = What course(s) is your institution looking for?
    - Edit Needed Courses = Edit or delete a course you entered on the "needed" list
    - View Needed Courses = List of courses every institution placed on the "needed" list
- Rosters
    - My Rosters = Access course roster as the TI or the EI, Enroll/Unenroll, See grades
    - Student Manager = Enter one or multiple students to the database before enrolling in a course
- Course Catalog
    - General Course = Search/View all courses offered under this category
    - NeXus = Search/View all courses offered under this category
    - Social Work = Search/View all courses offered under this category
- Member Profile
    - Member Profile Information = Enter/Edit information about your institution and exchange priorities
    - Edit Your Campus Enrollment Info = Enter/Edit information such as semester or quarterly enrollment
    - Program Maintenance = Programs offered at your institution or proposed to be offered
    - Change Password

There are also TABs that will move you between pages.

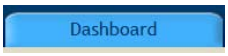


Home = Login entry page
GER ICE = Listing of all general education courses
My Shared Courses = Add, Edit, Delete, Offer Seats in courses from your institution
My Seat Requests = As EI what courses did you request seats in
Grant Request = As TI what institutions requested seats



Courses & Programs = Link to course categories, programs, needed courses, and rosters
Rosters = Rosters for your institution as a TI or EI

II. Course Set-up

From the Dashboard tab 

1. Under the Course Management section, select Create New Course link.
2. Enter all information about the course.
    a. Course Title: full title
    b. Course Number: subject and catalog #, i.e. Math 104
    c. Course Catalog URL: institution's online catalog address
    d. Course Credits: credits assigned at your school
    e. Course Level: drop down list
    f. Program: select appropriate
    g. Campus: default entry based on your login
    h. CIP_Family (Classifications of Instructional Programs): if unsure, contact your Registrar
    i. Course Syllabus URL: even if not finalized, post data available because EI's faculty needs this
    j. Instructor Vitae: If same instructor will always teach this course, enter url showing info. Enter TBA if instructor will change.
    k. Description of Course: copy and paste from catalog
    l. Prerequisites: enter course titles instead of subject and catalog number
    m. Method of Instruction: example--Internet, web camera & microphone needed
    n. Campus Visits required: If there is any in-person meeting requirement for class
    o. Course Contact: should be ICE PIC (could be instructor)
    p. Contact e-mail: for above person
    q. Other / Additional information: special course requirements, etc.
3. To submit the information, click on at the bottom of the document.

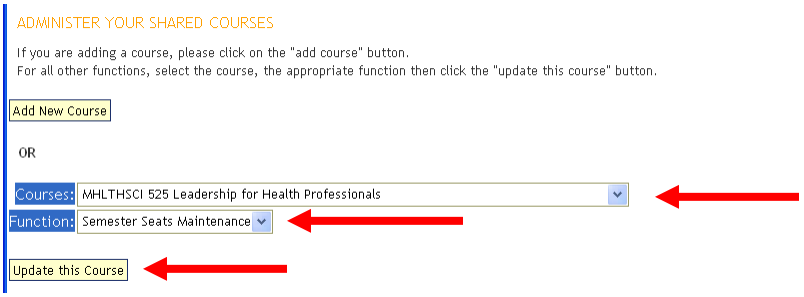
4. The course is in the database,

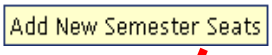
NOTE: Next you must activate course to offer seats. Go the next page.

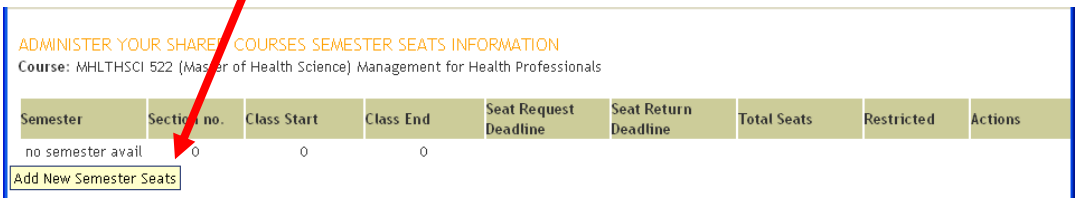
III. Activate Course to Offer Seats

From the Dashboard tab

1. Under the Course Management section, select Manage Semester Seats link.
2. In the *Course* field, select the course in which you wish to activate seats in. (You will see all courses set-up for your institution in the drop down list.)
3. In the *Function* field, select *Semester Seats Maintenance* from drop down list.
4. Click on *Update this Course* button.


ADMINISTER YOUR SHARED COURSES
If you are adding a course, please click on the "add course" button.
For all other functions, select the course, the appropriate function then click the "update this course" button.
Add New Course
OR
Courses: MHLTHSCI 525 Leadership for Health Professionals
Function: Semester Seats Maintenance
Update this Course

5. You will see the course name and a table, Click on *Add New Semester Seats*  button.



6. Enter the requested information.

    a. Section number: use section number from institution or you can use a new number if there will be multiple sections for same course offered.
    b. Course Start Date: must use this format mm/dd/yyyy
    c. Course End Date: must use this format mm/dd/yyyy
    d. Instructor: this is the person teaching the course during this semester.
    e. Special Comments: holidays for no class or closed campus.
    f. Maximum number of seats to share: enter number
    g. Seat Request Deadline (mm/dd/yyyy): This is the last day you will accept seat requests from EI.
    h. Return Seats by (mm/dd/yyyy): If the EI has not used all seats, you want the unused seats returned by this date.
    i. Semester Term: drop down list
    j. Semester Year: drop down list
    k. Exchange Price Category: select from the list
        a. Seat Exchange - Common Wholesale Price: select this category for most general listings. The Steering Board sets this price. Currently, it is $150/credit for undergrad, $200/credit for graduate. The price will be adjusted according to the institution's status as semester or quarter system.

b. Course Exchange - Negotiated Wholesale Price: select this category if your institution has negotiated a different wholesale price with specific ICE members for this particular class.
c. Joint Program Exchange - Common Retail Course Price: select if your institution is participating in a collaborative initiative with other ICE members to offer a jointly developed program and this is one of the courses in that program

l. Price per Credit Hour: database requires you to enter an amount even it is 0, no dollar symbol ($) needed. Seat Exchange undergraduate course enter 150. Seat Exchange graduate course enter 200.
m. Seat Restricted: default to NO, only used for special programs

7. Click on Add New Semester Seats to save and finish.
8. You will now see the table showing active semester information for this course.

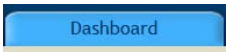
9. In the Actions column, you can

a. Edit (return to Semester Seat Maintenance page) or
b. Delete these seats for this semester (does not delete course) or
c. Send an email to all PICs indicating seats are now available.

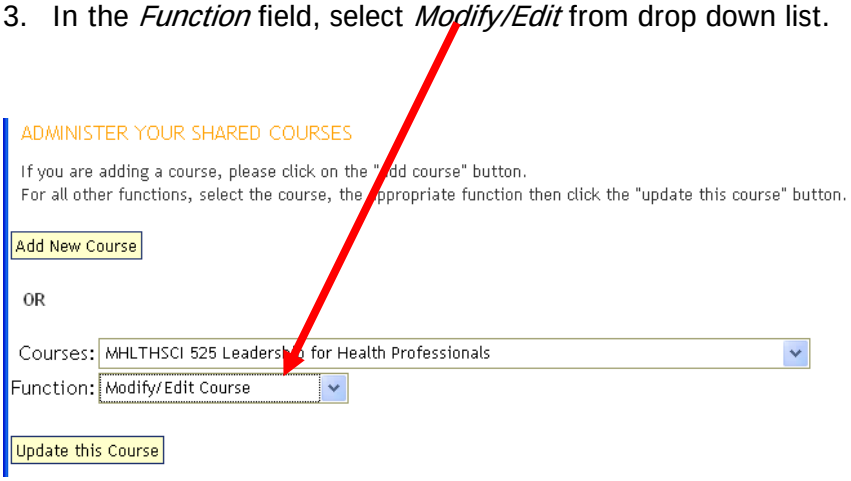
10. If you click on the Add New Semester Seats button under the table, you can create a second section of the same course and offer seats.

NOTE: To offer seats for another course, select the [My Shared Courses] tab to see the *Administer Your Shared Courses* page.

IV. Update/Edit Course Information

From the Dashboard tab 

1. Under the Course Management section, select Edit/Update Course link.
2. In the *Course* field, select the course in which you wish to activate seats. (You will see all courses set-up for your institution in the drop down list.)
3. In the *Function* field, select *Modify/Edit* from drop down list.


ADMINISTER YOUR SHARED COURSES
If you are adding a course, please click on the "Add course" button.
For all other functions, select the course, the appropriate function then click the "update this course" button.
Add New Course
OR
Courses: MHLTHSCI 525 Leadership for Health Professionals
Function: Modify/Edit Course
Update this Course

4. Click on *Update this Course* button.
5. Edit data.
6. Click the SUBMIT button to save changes.

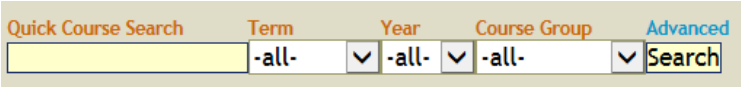
V. Search for course seats

There are several paths to see course list:

- From the Home page, select links under the following categories of Individual Courses or Collaborative Initiatives.
- From the Dashboard tab, select links under the category of *Course Catalog*.
- From the Courses & Programs tab, select links under *Course Maintenance*.

Once you see the Shared Distance Course Catalog:

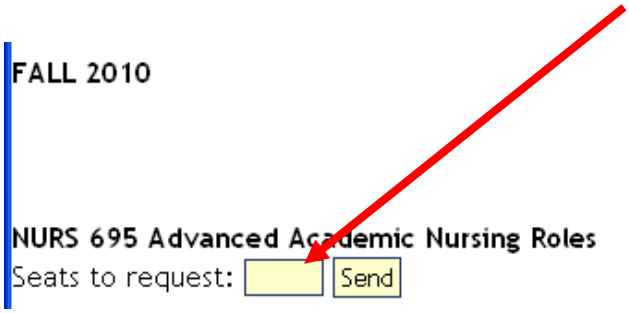
1. Review offerings.
2. Sort by table column headings.
3. Enter data in the fields above table to search for a particular course. Must enter data in each field.



VI. Request a Seat

From the Shared Distance Course Catalog

1. Look through list of available courses. In the *Course* column, click on the course subject link you want to request seats for.
2. Review full course details page.
3. Scroll to the bottom of the page and click on Place a seat request link.
4. The next screen will show semester and a small box to enter the number of seats requested.



4. Click [Send] button. An email will go to the ICE Coordinator at the Teaching Institution. That person will go into WICHE ICE and grant your seats. An email will come back to you confirming the granted seats (see Grant seat request section).

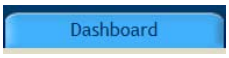
From: wiche-ice@wiche.edu
Sent: Sat 6/15/13 2:06 PM
To:

A seat request has been placed for course TC 201 by Boise ICE PIC of Boise State University in the internet course exchange system. Please log in to grant seats for the request at the following url: https://www.wiche-ice.org

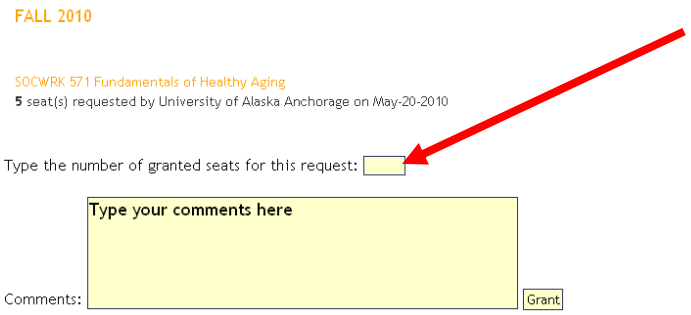
NOTE: Please do not reply to this email.

Thank you for using WICHE-ICE.

VII. Grant a seat request

From the Dashboard tab 

1. Under the Seat Requests section, select Grant Seat Requests link.
2. Click on the course title link to view the details on the request. The most resent request will be at the top of list.
3. See the semester, institution requesting seats, and number of seats requested.
4. Type the number of seats you will grant to the EI in the box provided.
5. Comment space used to give a reason for granting fewer seats than requested or for explaining why no seats were given.
6. Click on the [Grant] button.


FALL 2010
SOCWRK 571 Fundamentals of Healthy Aging
5 seat(s) requested by University of Alaska Anchorage on May-20-2010
Type the number of granted seats for this request:
Type your comments here
Comments:
Grant

Note: EI will receive email confirming granted seat request.

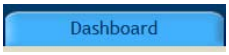
From: wiche-ice@wiche.edu
Sent: Sat 6/15/13 2:43 PM
To:

Your seat request for course number 222 you placed on Jun-15-2013 for 3 seat(s) has been reviewed.
Seat(s) granted: 3
Special comments: Type your comments here

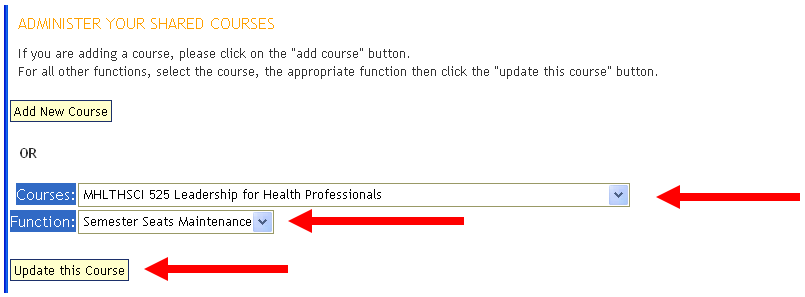
Your seats have been granted. You may now login to https://www.wiche-ice.org, select Rosters in the Dashboard to enter your roster for this class.

VIII. Inactivate course from a semester/quarter

This does not delete the course. It will remove the course from the Course Catalog table because there will be no seats available.

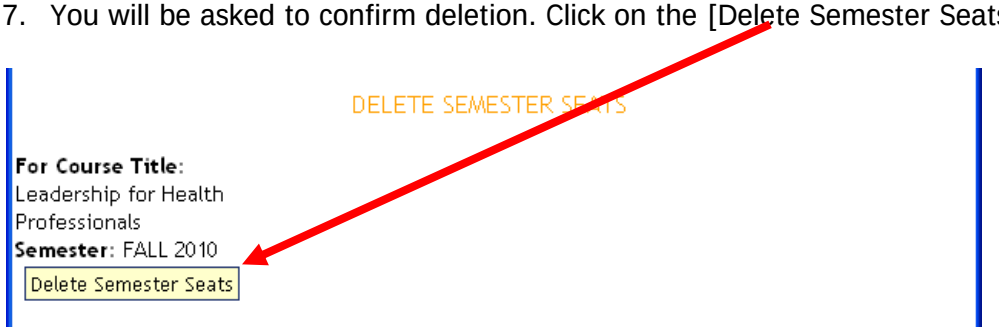
From the Dashboard tab 

1. Under the Course Management section, select Manage Semester Seats link.
2. In the *Course* field, select the course in which you wish to activate seats in. (You will see all courses set-up for your institution in the drop down list.)
3. In the *Function* field, select *Semester Seats Maintenance* from drop down list.
4. Click on *Update this Course* button.

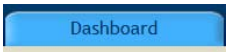

ADMINISTER YOUR SHARED COURSES
If you are adding a course, please click on the "add course" button.
For all other functions, select the course, the appropriate function then click the "update this course" button.
Add New Course
OR
Courses: MHLTHSCI 525 Leadership for Health Professionals
Functions: Semester Seats Maintenance
Update this Course

5. You will now see the table showing active semester information for this course. In the Actions column, you can Delete these seats for this semester (does not delete course)

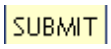
6. NOTE: after any grade is entered for a student enrolled in the class, the class can't be deleted from a semester.
7. You will be asked to confirm deletion. Click on the [Delete Semester Seats] button.



IX. Delete a course forever

From the Dashboard tab 

NOTE: There must be no seats granted and no enrollments attached to this class.

1. Under the Course Management section, select Manage Semester Seats link.
2. In the *Course* field, select the course in which you wish to delete. (you will see all courses set-up for your institution in the drop down list)
3. In the *Function* field, select *Delete Course* from drop down list.
4. Click on *Update this Course* button.
5. Verify it is the course you wish to delete from ICE Database
6. Click on 

button at the bottom of the page.

X. View roster

The TI will be notified by EI when students are entered on roster.

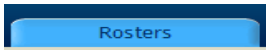
From: wiche-ice@wiche.edu
Sent: Sat 6/15/13 12:48 PM
To:

Hello ICE PIC

The student roster has been submitted for your course TC 201 SUMMER/2013 by TestU University in the internet course exchange system.

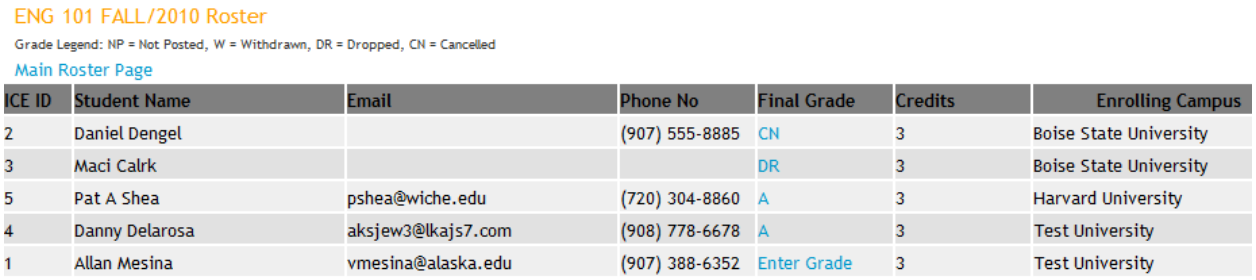
NOTE: Please do not reply to this email.

Thank you for using WICHE-ICE.

From Rosters tab. 

1. Or select [Dashboard] tab and then under the Roster section, select My Rosters link.
2. If you are currently involved in a seat exchange, you will see your courses as shown below.

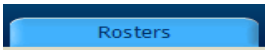
3. If you are not currently involved in a seat exchange, you will get a notice saying that you are not engaged in any seat exchange.
4. This page shows a summary of the courses you are teaching and the course/s that you are enrolling students for.
5. The top table shows courses your institution is teaching. Click on the Roster link in far right column in the row of the desired course as illustrated above.



6. The TI can see list of enrolled students and enter grades from this page (See section XIII).

XI. Enter Student bio/demo data

After receiving confirmation that seat request has been granted the EI can add students to the database and then enroll students into the course.

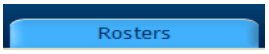
From Rosters tab. 

Or select [Dashboard] tab and then under the Roster section, select Student Manager link.

1. Click Student Manager link.
2. In the Student Management page, click Add New link.
3. Fill all the fields in the "Add Student" form. (Note that the red labeled fields indicate that information for that field is mandatory. An error box will pop up if other fields are left empty.)
    a. Student ID -This is your campus student ID number
    b. First Name
    c. Middle Name
    d. Last Name
    e. Birth Date- (mm/dd/yyyy) i.e 12/05/2000
    f. Last 4 of SSN
    g. Address
    h. City
    i. State
    j. Zip Code
    k. Day Phone
    l. Evening Phone
    m. Email Address
    n. Program
    o. Semester Status
    p. Comments

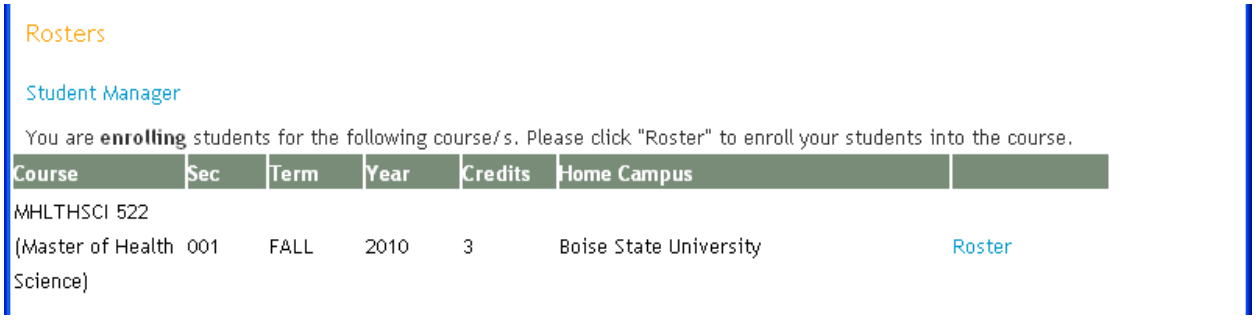
4. After entering all student information, click the [Add] button to save the information you entered.
5. To add more students, click the Add New button. To edit student information, choose the student from the drop down list then click the [Edit] button.
6. After you have entered all your students' information, you are ready to enroll them in a course. (See Section XII)

XII. Enroll students

From Rosters tab. 

Or select [Dashboard] tab and then under the Roster section select My Rosters link.

1. If your school was granted seats in a course, you will see your courses as shown below.

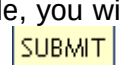


Rosters

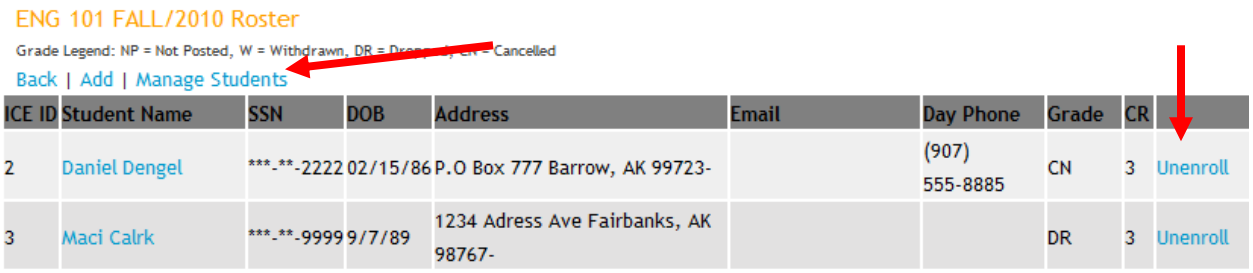
Student Manager

You are **enrolling** students for the following course/s. Please click "Roster" to enroll your students into the course.

Course	Sec	Term	Year	Credits	Home Campus	
MHLTHSCI 522 (Master of Health Science)	001	FALL	2010	3	Boise State University	Roster

2. Click on Roster for the course you want to enter students into.
3. The first time you need to enroll students into a class, on the next screen you will see this message “No students found in this course. Do you want to enter students now? Yes | No” under the class title.
4. If there are no students in your profile, you will be prompted to click Add New. You must have students in your profile before they can be enrolled in a class. (See section XI)
5. If there are students in your profile, you will notice they are available to select in a dropdown list. Choose the student then click 

button.



ENG 101 FALL/2010 Roster

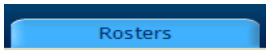
Grade Legend: NP = Not Posted, W = Withdrawn, DR = Dropped by EI, CN = Cancelled

Back | Add | Manage Students

ICE ID	Student Name	SSN	DOB	Address	Email	Day Phone	Grade	CR	
2	Daniel Dengel	***-**-2222	02/15/86	P.O Box 777 Barrow, AK 99723-		(907) 555-8885	CN	3	Unenroll
3	Maci Calrk	***-**-9999	9/7/89	1234 Adress Ave Fairbanks, AK 98767-			DR	3	Unenroll

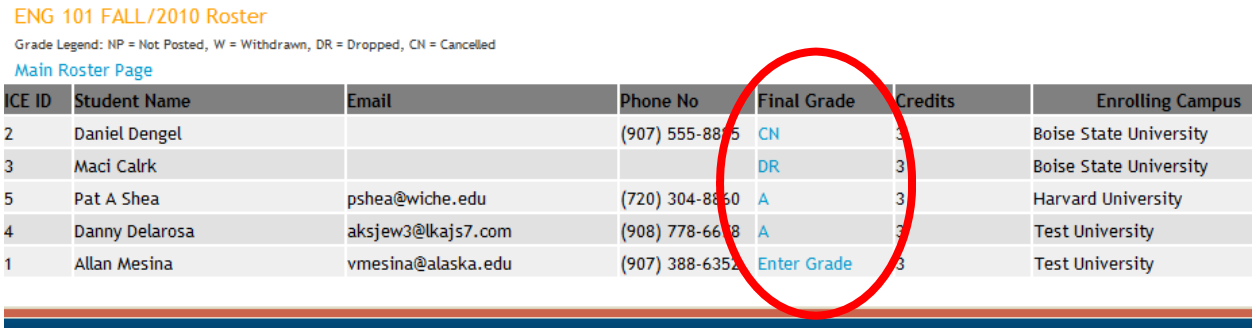
6. Students from the EI are now enrolled in the course.
7. From this roster, you can enroll or Add more students and Unenroll students or go to Manage Students to add more students to profile.
8. The student’s name is also a link back to the student profile page.
9. At the bottom of the page, look for this statement: “When you are done adding all your students, you can click here to notify the Teaching Institution about your roster submission.”
10. Click the here link.

XIII. Enter grades

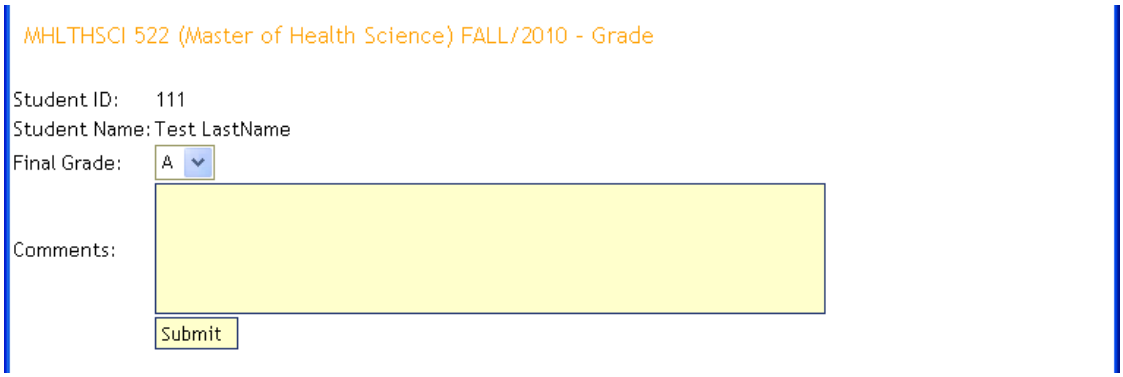
From Rosters tab. 

Or select [Dashboard] tab and then under the Roster section select My Rosters link.

1. Click on the Roster link in far right column in the row of the desired course.


ENG 101 FALL/2010 Roster
Grade Legend: NP = Not Posted, W = Withdrawn, DR = Dropped, CN = Cancelled
Main Roster Page
ICE ID
Student Name
Email
Phone No
Final Grade
Credits
Enrolling Campus
2 Daniel Dengel CN Boise State University
3 Maci Calrk DR Boise State University
5 Pat A Shea pshea@wiche.edu A Harvard University
4 Danny Delarosa aksjew3@lkajs7.com A Test University
1 Allan Mesina vmesina@alaska.edu Enter Grade Test University

2. In Final Grade Column, click on Enter Grade link.
3. If a grade has been assigned, it can be modified by clicking the letter grade hyperlink (roll mouse pointer over grade).



4. Please take note of the following grading options seen in dropdown list.
   A – F and I for incomplete course
   NP = Not Posted
   W = Withdrawn
   DR = Dropped
   CN = Cancelled
5. Comments are needed if student received Incomplete, was Dropped or Withdrew because of Financial Aid repayment process. Enter date when incomplete contract must be completed or when student was dropped or withdrew. If CN was selected, enter comment if there was a special issue.
6. Click on SUBMIT button to save information and post to roster.

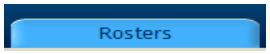
NOTE: after any grade is entered for a student, that student can't be unenrolled from a class.

XIV. Retrieve/View grades

1. Go through steps 1-2 in section XII.
2. View the roster for grades.

XV. Unenroll student from a course

You may be able to unenroll a student from a course if the grade has not been posted yet. If a grade has been posted by the Teaching Institution, you will not be able to remove the student from the course roster.

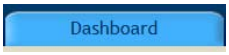
From Rosters tab. 

Or select [Dashboard] tab and then under the Roster section select My Rosters link.

1. Click on the Roster link in far right column in the row of the desired course.
2. From the class roster, you select Unenroll link in far right column.
3. A warning message will be shown to confirm unenrollment request.

XVI. Return unused seats

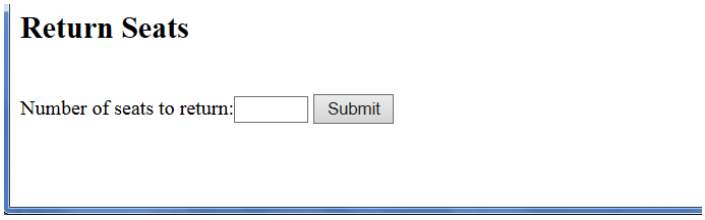
If you did not use all seats granted to your institution, return seats on or before the date TI requested return of unused seats.

From the Dashboard tab 

1. Under the Seat Requests section, select My Seat Requests link.
2. Look for the course for which seats will be returned.
3. At the far right of course name look for Return Seats link.

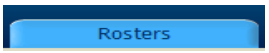
Hello Boise
>>> Log out ::: Change Profile
You have placed seat request for the following courses:
1. TC 201 002 Test College Course SUMMER 2013 - from Test College Return Seats
(3) seat(s) requested Jun-15-2013
(3) seat(s) granted on Jun-15-2013

4. Enter the number of seats to be returned in box and select [Submit]



XVII. Delete a Student Profile

NOTE: You can delete a student's record only if that student has never been enrolled in a course.

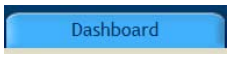
From Rosters tab. 

Or select [Dashboard] tab and then under the Roster section, select Student Manager link.

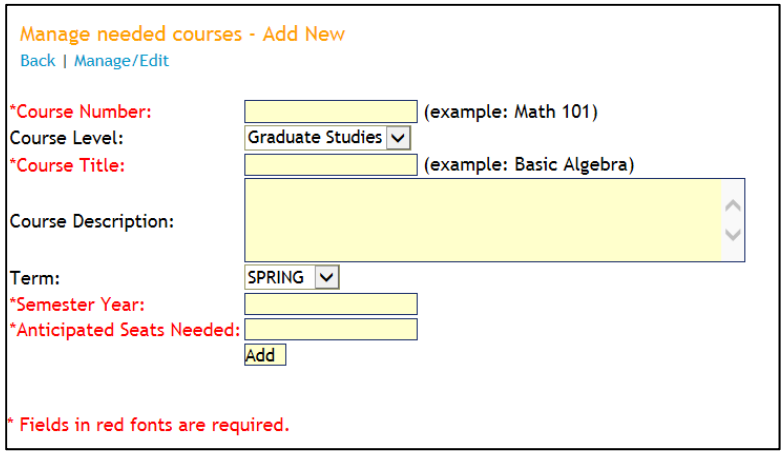
1. Select student from drop down list
2. Click [Edit] button.
3. At the bottom of page look for this statement: "OR you can click here to delete this student from the database."
4. Click on here link to delete this student.
5. A warning message will be shown to confirm request.

XVIII. Needed Courses

When your institution wants to notify member institutions regarding your need to locate seats in a particular course, you can enter information about that course.

From the Dashboard tab 

1. Under the Needed Courses section, select Add New link.



2. Fill all the fields in the "Manage needed courses - Add New" form. (Note that the red labeled fields indicate that information for that field is mandatory. An error box will pop up if other fields are left empty.)

    - Course Number: example: Math 101
    - Course Level: select from drop down list (Graduate Studies, Bachelors Degree, Associate Degree, Certificate)
    - Course Title: example: Basic Algebra
    - Course Description: from institution catalog
    - Term: select from drop down list (SPRING, SUMMER, FALL, WINTER, Other)
    - Semester Year: yyyy
    - Anticipated Seats Needed:

3. After entering all student information, click the [Add] button to save the information you entered.
4. Next you will see the list of "My Needed Courses"

My Needed Courses
Back | Add New | Manage/Edit

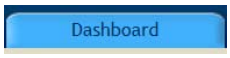
Course Name	Course Title	Term	Year	Anticipated Seats Needed	Course Level
HealthStudies 101 Edit Delete	Medical Terminology	FALL	2011	30	Bachelors
HealthStudies 300 Edit Delete	PATHOPHYSIOLOGY	FALL	2011	30	Bachelors
math 101 Edit Delete	Basic Math	SUMMER	2014	4	Bachelors

Notify ICEPICS about your listings.

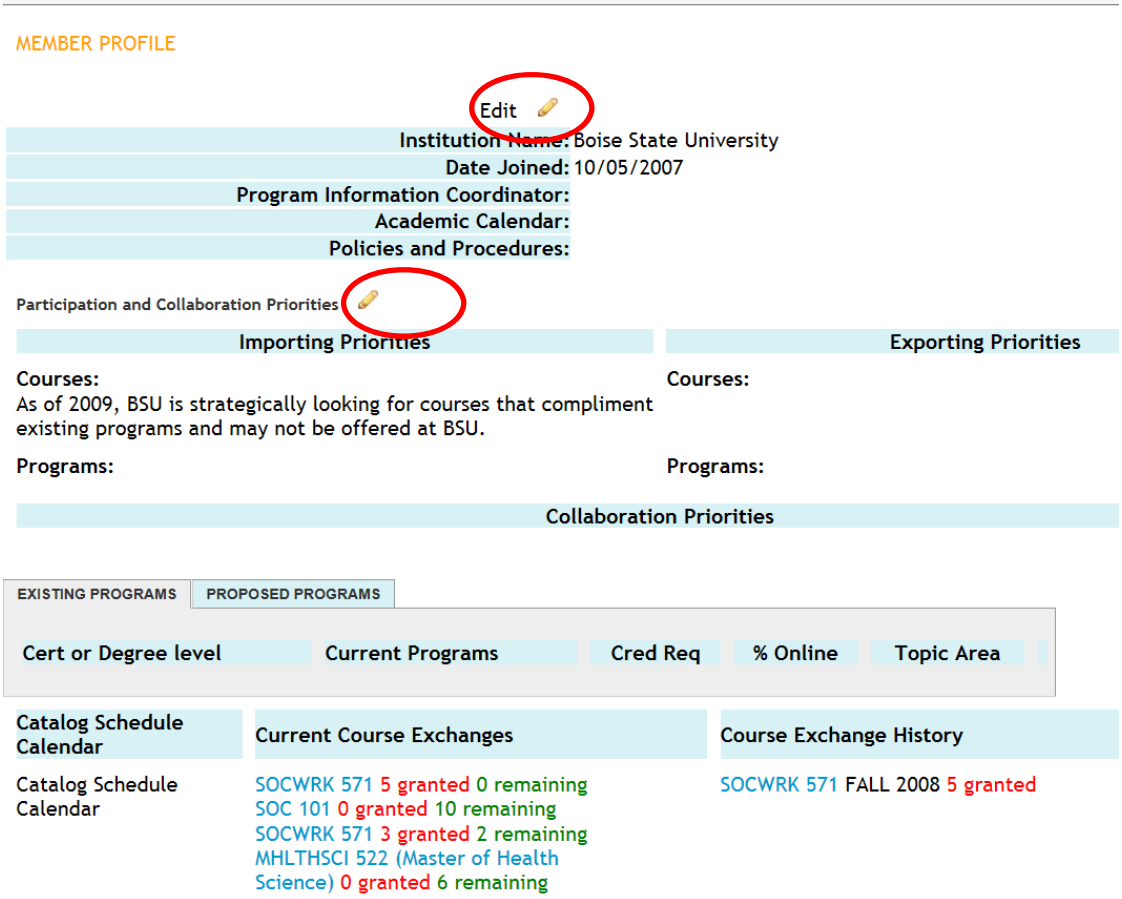
5. To add more courses, click the Add New button. To edit course information, choose the course from the list then click the [Edit] button. (or [Delete] button to remove from list)
6. After you have entered all your courses, you click link at bottom of page to Notify ICEPICs.

XIX. Member Profile

You can enter information about your institution for other members to view when they log into the Database and select your institution's name from the list of Participating Institutions on the Home page.

From the Dashboard tab 

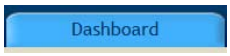
1. Under the Member Profile section, select Member Profile Information link.



2. To edit information about the institution, select the pencil icon.
3. After entering all information, click on SUBMIT button to save information.
4. For the Participation and Collaboration Priorities section, you will enter
    - Importing Priorities:
        - Courses: types of courses you want to import
        - Programs: types of program related courses you want to import
    - Exporting Priorities:
        - Courses: : types of courses you want to export
        - Programs: types of program related courses you want to export
    - Collaboration Priorities: in what programs would you like to collaborate with another institution

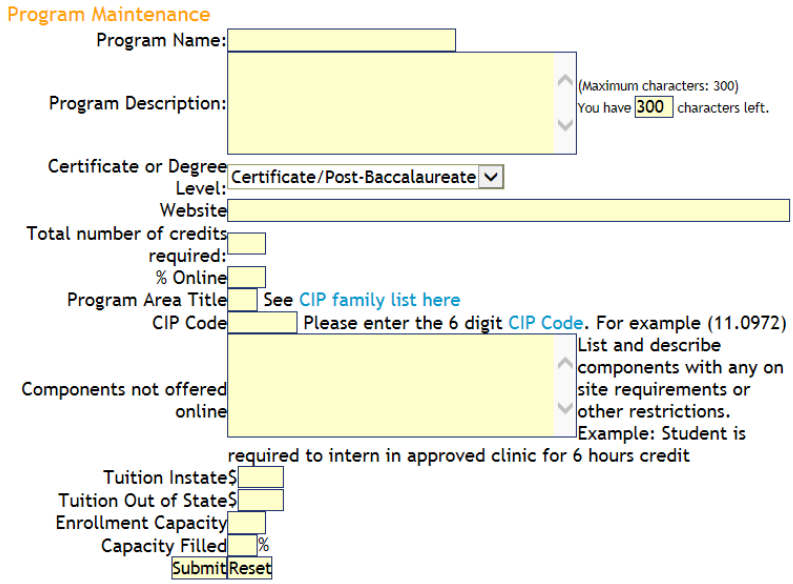
XX. Program Maintenance

You can enter information about all programs your institution offers or programs you are considering to offer. Members will view this information when they log into the Database and select your institution's name from the list of Participating Institutions on the Home page.

From the Dashboard tab 

1. Under the Member Profile section, select Program Maintenance link.

2. Select Add New link under Existing Programs section



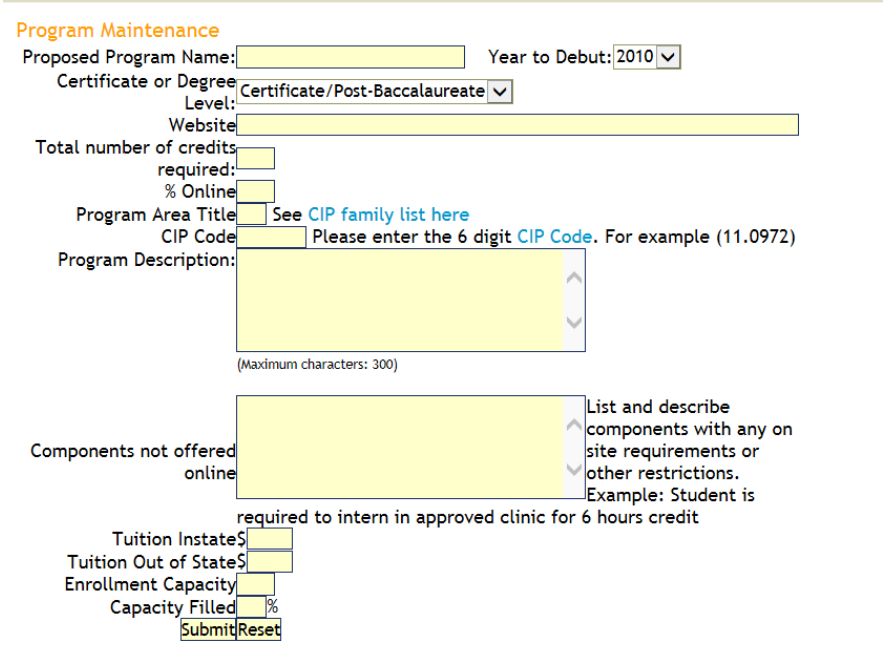
3. Enter program information (enter as much information as you can to help other institutions learn about the program
   - Program Name: as see in your catalog
   - Program Description: simple, 300 characters
   - Certificate or Degree Level: select from dropdown list
   - Website: where to find more details
   - Total number of credits required: all credits for entire program, exclude pre-requisite courses
   - % Online: how much of the program is offered online
   - Program Area Title: See CIP family list here (https://www.wiche-ice.org/new/cipfamlist.html)
   - CIP Code: Please enter the 6 digit CIP Code (http://nces.ed.gov/pubs2002/cip2000/ciplist.asp). For example (11.0972)

- Components not offered online: if the program is not 100% online, list and describe components with on-site requirements or other restrictions. Example: Student is required to intern in approved clinic for 6 hours credit
- Tuition Instate: Per Credit hour
- Tuition Out of State: Per Credit hour
- Enrollment Capacity: if there are a limited number of students admitted in program, what is total number
- Capacity Filled: if there is a limited number of students admitted into the program, how much room is open each year for new students (average percentage)

4. After entering all information, click on SUBMIT button to save information.
5. Return to Program Maintenance page

Add Proposed Program

1. Select Add New Proposal link under Program Proposals section



2. Enter program information (enter as much information as you can to help other institutions learn about the program
   - Proposed Program Name:
   - Year to Debut: select from dropdown list
   - Certificate or Degree Level: select from dropdown list
   - Website: where to find more details
   - Total number of credits required: all credits for entire program, exclude pre-requisite courses
   - % Online: how much of the program is offered online
   - Program Area Title: See CIP family list here (https://www.wiche-ice.org/new/cipfamlist.html)
   - CIP Code: Please enter the 6 digit CIP Code (http://nces.ed.gov/pubs2002/cip2000/ciplist.asp). For example (11.0972)
   - Program Description: simple, 300 characters
   - Components not offered online: if the program is not 100% online, list and describe components with on-site requirements or other restrictions. Example: Student is required to intern in approved clinic for 6 hours credit
   - Tuition Instate: Per Credit hour, if known
   - Tuition Out of State: Per Credit hour, if known

- Enrollment Capacity: if there is going to be a limited number of students admitted in program, what is total number
- Capacity Filled: leave blank

3. After entering all information, click on SUBMIT button to save information.
4. Return to Program Maintenance page
5. Go to the HOME page, select your institution's name from the list of Participating Institutions and verify data entered.